

[? Help](#)

Job details

Job 1 of 1

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)

Bulletin Number 53200BR

Type of Recruitment Transfer Opportunity

Department Mental Health

Position Title STAFF ASSISTANT II

Filing Type Open Continuous

General Information ****DO NOT APPLY ONLINE****

Interested applicants should submit their resume, last two performance evaluations, and copies of the last two (2) years of master time records or e-HR time records to:

Ginette Newman-Reed
Housing Policy & Development Unit
Email directly to: gnewmanreed@dmh.lacounty.gov.
(213) 251-6558

Only the most qualified employees, based on the information submitted, will be contacted for an interview. This recruitment announcement will remain open until the position is filled.

Requirements All interested permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title of Staff Assistant II.

Desirable Qualifications

- Extensive knowledge and experience of Windows – Excel and Access.
- General knowledge of accounting principles.
- Ability to problem solve and work independently under strict time constraints.
- Strong verbal and written communication and skills.
- Ability to prioritize assignments and produce work that is neat, thorough, and accurate.
- Ability to be flexible with evolving program needs and work duties.
- Strong interpersonal skills; able to communicate effectively with departmental staff, community agencies and the public.

Duties

- Assists with the development, review, and implementation of program policies, procedures, and budgets of contracts/agreements administered by HP&D.
- Tracks, reviews and processes contractors' invoices ensuring that contractors do not exceed their approved budget and that their expenditures are consistent with the allowable expenditures for the designated contract/agreement.
- Maintains and updates tracking logs for Mental Health Services Act (MHSA) Housing Trust Fund (HTF) and Housing Programs.
- Registers prospective vendors in the eCAPS system to become a certified county vendor in order to facilitate payment for goods or services.
- Develops and revises existing HP&D documents and forms for the Housing Assistance Program (HAP), HTF, and MHSA Housing Programs; creates documents as needed for the needs of the program.
- Supervises one subordinate staff.

Vacancy Information The Housing Policy & Development (HP&D) Unit of Countywide Housing, Employment, & Education Resource Development (CHEERD) Division is recruiting a highly motivated and experienced individual to fill a recently vacated Staff Assistant II position. The program is located at 695 South Vermont Avenue, Los Angeles, California 90005.

Available Shift Day

Contact Name Ginette Newman-Reed

Contact Phone (213) 251-6558

Contact Email gnewmanreed@dmh.lacounty.gov.

California Relay Services Phone 800-735-2922

Job Field Social Services

Job Type Administrative Support

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)